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MINUTES OF DEPUTY DIRECTOR (SUPPORT)

STAFF MEETING

9 October 1957

Deputy Director (Support)
Assistant Deputy Director (Support)
General Counsel
Comptroller
Director of Communications
Director of Logistics
Director of Personnel
Director of Security
Director of Training
Chief, Audit Staff
Chief, Commercial Staff
Chief, Management Staff
Chief, Medical Staff
Special Support Assistant to the DD/S
Special Planning Assistant to the DD/S
Assistant for Administration, DD/I
Legislative Counsel

*DD/S Subject by being circulated -
Will be filed - Meetings*

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MINUTES OF DEPUTY DIRECTOR (SUMMARY)

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9 October 1957

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1. [] spoke on the DD/P concept of the functions of the Records Integration Division and the extent of the current backlog of RI carding and filing. He pointed out that many thousands of documents processed through RI are administrative in nature and are not connected in any way with operations. In order that RI may perform its central records function for operational purposes and common interest service to other agencies, he proposes that a new system be devised and implemented for processing and filing administrative papers not related to operations outside of RI. RI would continue its pouching service but would not abstract, card or file action or other copies of such documents.

2. Mr. Lloyd read the list of nominations to the Armed Forces Staff College which the Director approved recently.

3. Mr. Saunders made the following announcements:

a. Beginning 11 October hearings on our Fiscal Year 1959 Budget will be held in the Office of the Comptroller with Bureau of the Budget officials. A list of questions submitted by the Bureau has been sent to Agency components for answers. Office, Staff or Division Chiefs may be scheduled to attend these hearings when deemed necessary. 24 October has been set as the tentative date for the over-all hearing with the Director or Deputy Director.

b. The Office of the Comptroller is investigating the feasibility of converting more transactions from unvouchered funds to vouchered funds.

c. It appears that the Agency's rate of obligations for the first two months of Fiscal Year 1958 is excessive in relation to last year's rate.

4. Mr. Stewart announced that the Offices and Staffs might be interested in nominating outstanding individuals who could qualify for the Arthur S. Fleming Service Award, the William A. Jump Memorial Award and the President's Award for Distinguished Federal Civilian Service. Any nominations should be submitted to the Director of Personnel within two weeks in order to meet the deadline for

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the granting of these awards. Employees who are connected with clandestine operations should not be nominated.

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5. [] requested that DD/S personnel who have occasion to contact DD/P elements on matters which may lead to discussion with other governmental agencies should see that such contacts are coordinated with the PIC Staff/IDP or SSA-DD/S.

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6. [] presented an interesting film on the test air loop of communications equipment.

7. The meeting adjourned at 1210 hours.

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